

## TOCFL/CCCC Test

**PERSONAL DATA PROCESSING CONSENT FORM**

The Steering Committee for the Test of Proficiency-Huayu (“SC-TOP”) provides registration services for the TOCFL/CCCC test. In view of the requirements set forth in the Personal Information Protection Act (“Protection Act”) of the Republic of China, and Regulation (EU) 2016/679, a.k.a. the General Data Protection Regulation (“GDPR”), please read the entire “Personal Data Processing Consent Form” (“Consent Form”) for the protection of your own rights. By signing this Consent Form, you acknowledge that you have read, understand and agree to all the terms set forth herein. If you have not reached the age of **13 (such age requirement may vary depending on the respective rules of the member state concerned)**, you and your legal guardian should read, understand and agree to all the terms set forth herein so that we may collect, process or use your personal data in accordance with all the provisions stated below.

1. You acknowledge that the personal data provided by you or your legal guardian are true and belong to the candidate himself or herself. If the information used to register for a test is found to be untrue, or is found to involve use or theft of another person’s identity, we have the right to invalidate your test score and disqualify you from registering for a future test.
2. You acknowledge that you must provide all personal data required during the registration process that include the following details: passport or alien resident certificate number, national identity card number, email address, first and last name, gender, date of birth, nationality, native language, telephone number, cell phone number, workplace, school name, scholarships obtained, education qualifications, academic major, mailing address as well as opportunities to speak Chinese at home. Our use of these data is limited only to the following purposes:
  - (1) To manage user accounts
  - (2) To organise tests or mock tests, or perform administrative affairs
  - (3) To send newsletters, learning resource information, recruitment announcements or event invitations
  - (4) To analyse test statistics
3. Regarding our use of your personal data:
  - (1) For how long your data are retained:

Unless otherwise provided by law and for the purposes stated above, your personal data will be retained for ten years from the time you became a registered member, so as to ensure that you receive quality services from us. If you have registered before for any test organised by the SC-TOP, your personal data will be retained for ten years since your last registration.
  - (2) Where your data are used:

Your data will be used in regions located within or outside the territory of the Republic of China, where your data are either being sent or received, or in regions where your can be processed or used under your authorisation.
  - (3) With whom your data are shared:

The Ministry of Education of the Republic of China, the school in which the candidate is enrolled, the Ministry of Foreign Affairs or its affiliated or overseas agencies, or any person or entity that has obtained your authorisation to process or use your data.

(4) How your data are used:

The candidate's personal data are collected, processed and used in the form of a digital or hard copy.

4. Personal Data Transferred Outside the European Union:

Your personal data may be transferred from an SC-TOP agency at your location to the Republic of China. When files containing your personal data are being transferred, file encryption, access control, SSL/TLS and other security measures will be performed and taken to secure your personal data. If you have any questions or concerns about the data being transferred outside the European Union, you may contact us for more information.

5. The SC-TOP may disclose your personal data to any of the following entities:

- (1) The school in which the candidate is enrolled
- (2) An agency located in an EU member state, or an agency, outsourcing supplier or vendor of the SC-TOP
- (3) A government agency, for the purpose of performing legal obligations

6. Our policy toward children:

- (1) With regards to children under the age of 16 who are eligible to take the Chinese proficiency test for children, the SC-TOP adopts extra protective measures to ensure the privacy and security of their data. Any person under the age of 16 who wishes to create a user account on our website in order to take the test must obtain permission from his or her guardian(s), and the account will not be created until it is confirmed by the SC-TOP. If you have not reached the age of 16, we require that you read this Privacy Statement alongside your guardian(s) and ask them questions relating to any matters that you do not understand.
- (2) If we discover any personal data that has been collected from children under the age of 16 (or the minimum age specified in each jurisdiction) without prior consent from their guardian(s), it will be deleted as quickly as possible.

7. Your personal data rights, as well as how you can exercise these rights, are stipulated in the Protection Act and GDPR:

- (1) Your personal data rights include the following:
  - A. Any inquiry and request for a review of the personal information
  - B. Request to make duplications of the personal information
  - C. Request to supplement or correct the personal information
  - D. Request to discontinue processing of your personal data
  - E. Right to be informed
  - F. Right of access
  - G. Right to rectification
  - H. Right to erasure (right to be forgotten)
  - I. Right to restrict processing

- J. Right to object
- K. Right to data portability
- L. Right not to be subject to automatic decision making
- M. Right not to be subject to profiling

Please note that the above rights are not absolute. It is possible that we reject a request you have submitted. We will provide you with grounds of rejection when we confirm that you may not exercise certain rights relating to the request.

(2) How you can exercise your rights:

- A. You can contact us via mail (by sending [an application form](#)), fax (886-2-2061-4181), phone (886-2-7734-5638) or email ([service@sc-top.org.tw](mailto:service@sc-top.org.tw)).
  - B. We ask you to provide us with a proof of your or your legal guardian's identity before we process your request related to the above rights. If you request to search or review your personal data, or to produce a true copy or copies thereof, you will be charged an applicable service fee. In the event that your request does not comply with our application procedure, or such procedure is otherwise provided by law, the application you have submitted may be rejected.
  - C. In the case where you request to stop collecting, processing or using, or to delete your personal data, your request may be rejected if it disrupts our performing of said personal data collection tasks, or constitutes a breach of law.
8. For the specific purposes stated above, your and your legal guardian's personal data will be required. You are free to decide whether to provide your personal data to us. However, if you fail to provide such data when requested, we may not be able to provide you with testing or test-related services. We apologise for any inconvenience it may cause.
9. Regarding the way your personal data are being processed, if you wish to lodge a complaint against us or a third party authorised by us, you have the right to do so directly with a local supervisory authority. If you have any questions about this statement or this Consent Form, you can contact us at [service@sc-top.org.tw](mailto:service@sc-top.org.tw). We would love to answer the questions you might have.

**I, candidate or legal guardian of the candidate, hereby confirm that I have read the “Personal Data Processing Consent Form” carefully, and by ticking this box, I hereby agree to the terms set forth herein.**

**Signature** \_\_\_\_\_

**Signature of Legal Guardian** \_\_\_\_\_

**Date** \_\_\_\_\_ **(Year/Month/Date)**